

JOB TITLE: IT Litigation Specialist

SUPERVISOR: IT Director

GENERAL DESCRIPTION:

Duties entail consultation with lawyers and related staff to create and offer technical support for legal litigation, from the initial stages in case preparation through the trial process to case resolution. Candidates should possess adequate knowledge of litigation processes, rules of evidence and court proceedings to utilize technology in an effective and efficient manner. Familiarity with e-discovery standards and production protocols is preferred.

ESSENTIAL JOB FUNCTIONS:

Creating and maintaining the SQL databases utilizing CaseLogistix software by West/Thomson Reuters.

Collecting data in e-discovery projects from data sources locally and in the field, using standard or forensic methods, as determined by the project. Loading data into SQL database and insuring OCR processes.

Maintaining some extranets for transfer of data between clients and attorneys.

Working with attorney reviewers to set up and monitor their review databases, customizing pre- and post-load filtering, customizing the review tool (CaseLogistix) for specific review requirements, including coding review fields.

Producing privilege logs from data entered into review tool and interfacing with attorneys to finalize same.

Producing final production data sets, including redacted data, on distributable media according to specified parameters, which may include various levels of OCR metadata and TIFF images, or other formats as otherwise requested by attorney.

Creating databases in a trial presentation software for use in court, setting up equipment in court (projector, laptop, Elmo etc.) and supporting trial team staff actually running the software during court sessions.

QUALIFICATIONS:

The minimum qualifications for this position include a bachelor degree in computer science, or related degree, and at least two years experience in related field.

Interpersonal skills necessary in order to communicate in person, by e-mail and telephone with a diverse group of attorneys, staff and vendors to provide information with ordinary courtesy and tact.

Interpersonal skills necessary in order to communicate with a diverse group of attorneys, staff and clients and provide information with ordinary courtesy and tact while safeguarding confidentiality.

Ability to organize and prioritize numerous tasks and complete them under time constraints.

Ability to read and write in order to perform routine office correspondence and forms, perform arithmetic calculations when verifying calculations on forms and documents and when

maintaining records and files at a level normally acquired through high school or the equivalent.

Working knowledge of personal computers.

Ability to use standard office equipment.

Professional telephone techniques.

Strong organizational skills.

Ability to manage multiple priorities.

Strong interpersonal communications skills are required.

Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times.

Must be capable of maintaining regular attendance.

Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.

Physical and Sensory Requirements (With or Without the Use of Mechanical Devices):

Mobility, reaching, bending, lifting, grasping, fine hand coordination, ability to talk and hear, ability to read and write, ability to communicate with personnel, and ability to remain calm under stress.